Department: General Office Operations

Job Title: Administrative Assistant

Pay Range: $15.00 - $19.00

Required Hours: 40hrs/week with opportunity for overtime (paid at 1.5x)

Benefits: Medical, Dental, Life, Prescription, 401k, Paid Vacation & Sick Time

Company Description:
Small, growing, family owned and operated Aerospace manufacturing company. CCR Products specializes in the manufacture of precision balls for bearings and other critical applications.

Job Overview:
This is an entry level, career position with room for growth. Candidates should be well organized, have excellent communication skills, be well versed in excel and Microsoft suite, and have knowledge of accounting software such as Quickbooks, or other bookkeeping software.

Specific Responsibilities:
- Enter sales orders and purchase orders into Quickbooks and company logs
- Generate invoices, packing slips, C of Cs and other shipping paperwork
- Execute credit card transactions and wire transfers
- Maintain an organized workplace and filing system
- Generate reports and paperwork as needed
- Other duties as assigned

Qualifications:
- Associate’s Degree
- Familiarity with Russian language is a huge asset, but not required